

Fonts

Do use Times New Roman or Arial font. **Don't use fancy fonts.**

Do use black ink. **Don't** use blue, red, purple, green or any other color ink.

Do use normal type. **Don't bold.** *Do italicize titles of books.*

Font Size

Do use size 12 font. **Don't use a larger font size** or a smaller one.

Margins

Do make all margins (top, both sides and bottom) one inch.

Do start at the left margin for citation.

Do indent the second and subsequent lines of the same citation.

Do indent all lines of the annotation.

Don't start Works Consulted in the middle of the paper.

Spacing

Do double space between author, title, and all other parts of the citation.

Example: Smith, John. Pocahontas. Scholastic: New York, 2003.

Don't run all the parts of the citation together, space them out or single space between them.

Example: Smith,John.Pocahontas. Scholastic:NewYork, 2003.

Do double space between the citation and the annotation or use 1.5 spacing. **Do** double space between the annotation and the *next* citation. See sample sheet

Alphabetize

Do alphabetize all sources by the first letter of the first entry, no matter what kind of source it is.

Don't number your sources.

Annotation

Do be specific about how the source helped you in learning about your topic.

Don't only write: This source was helpful.

